

HELENA TRANSPORTATION ADVISORY COUNCIL (HTAC)

Agenda-June 17, 2014 Monthly Meeting City County Building, 316 North Park Room #426 2:30 PM till 4:00 PM*

*Note that HTAC meetings now begin at 2:30 PM end at 4:00 PM

- 1. Introductions (3 min.)**
- 2. Approval of Minutes for May (2 min.)-attached**
- 3. Executive Committee Update (5 min.)- HTAC Bi-laws Revision Project (attached) /Action Plan/Ride Along/CTAA National Conference**
- 4. Subcommittee Updates (10 min.)**
 - a. Coordination**-HTAC Memo to Commissions and East Helena Council Re: FY 2015 Budget and Service Changes/Transpo. Inventory Progress
 - b. Policy and Funding**-Conference call outcomes/upcoming activities
 - c. HATS Communications and Marketing**-Conference call outcomes/upcoming activities
 - d. Rider's Council Formation**-First call being scheduled for June or July
- 5. Coordination Training/Discussion: Bringing a More Accessible, Reliable, Affordable and Sustainable Transportation System to the Helena Area Through Coordination (45 Min.)-David Kack, Western Transportation Institute**
- 6. Lead Agency Update/Discussion (HATS) (20 min.)-attached**
- 7. New Business (5 min.)**
 - a.** June 23, 6 pm City of Helena Commission Meeting-Budget Approval
 - b.** Service Improvement Planning Charrette
- 8. Public Comment**
- 9. July 15 Mtg. Announcement/Adjourn**

Conference Call Phone Number-447-8400

If you have difficulty connecting to this number please call 431-7665

HTAC meetings are the 3rd Tuesday in each month and will begin promptly at 2:30 pm.

As outlined by the Montana Department of Transportation, a TAC is an advisory council that cooperatively assists the lead transit agency manager in assessing and prioritizing local needs, as well as discusses and make recommendations on various transit related issues.

<http://www.helenamt.gov/public-works/hats/helena-transportation-advisory-council.html>

Materials

MEMORANDUM

TO: City of Helena Mayor and Commission, Lewis and Clark County Commission, City of East Helena Mayor and Council

FROM: Helena Transportation Advisory Council (HTAC)

DATE: May 29, 2014

SUBJECT: FY 2015 HATS Budget, Service Changes and Funding Sources

Dear City of Helena Mayor and Commissioners, Lewis and Clark County Commissioners, City of East Helena Mayor and Council,

We, the undersigned Helena Transportation Advisory Council (HTAC) members support the following comments and recommendations regarding your respective FY 2015 budgets for the Helena Area Transit Service (HATS) and, in particular, any changes to existing services.

A safe, accessible, reliable, affordable and sustainable transportation system benefits all—commuters, families, students, senior citizens, people with disabilities—as they seek to fulfill their personal and career goals, meet their daily needs and maintain a high level of transportation independence. In addition to offering an alternative method of transportation, public transit plays a significant role in a community's economy, including job access, time saving benefits to travelers, transportation cost savings to employers, and access for all. With the Helena area population expected to grow, we feel now is the time to create a more vital, robust public transportation system.

We appreciate efforts by the City of Helena to improve HATS including the purchase of new technology, vehicle maintenance and the authorization of unspent FY 2014 funds for an accessible taxi service demonstration project. We also value financial contributions from Lewis and Clark County and the City of East Helena to the East Valley Bus Service, as well as, Lewis and Clark County's initiative to secure additional transit planning grant funds. However, with the downward trend in HATS ridership, curb to curb service limitations soon to be underway, service cuts being discussed for the East Valley Services and no additional service improvements in the FY 2015 HATS budget, we are concerned about HATS ridership for FY 2015, future federal transit related grant awards for HATS and most importantly, the unmet transportation needs of seniors and people with disabilities in the Helena Area.

HATS ridership has been declining for the past 5 years. This decline in ridership has resulted in an approximate 10% cut in federal funding offered to HATS for FY 2015 from the Montana Department of Transportation (MDT). We understand from staff that due to this reduction in the federal grant offer, cuts to the East Valley Service are being considered. The East Valley Service represents 10 to 15 thousand rides per year. We do not feel the effects of cuts to the East Valley Service ridership have been thoroughly analyzed. With implementation of the Para-Transit system scheduled for this year and no true route system in place to provide rides to those who are not eligible for that service, HATS

may experience additional loss of riders. Thus, we do not support any cuts to the East Valley Service at this time.

HTAC has been repeatedly told that HATS has little or no new data on ridership other than rides provided for each service. Data like who is riding, when they are travelling, and where they are going is not known. We feel that decisions on change to our struggling system should be guided by the HATS 5 Year Transportation Development Plan (TDP) and driven by this kind of ongoing ridership information. Service improvements and other activities that will help increase ridership in Year 1, were outlined in the TDP. Those recommendations need to be prioritized and funded in order to better move people with mobility challenges in and around the Helena area and to turn around the HATS downward ridership trend.

As you work to finalize your respective FY 2015 budgets for HATS, we urge you to consider the following recommendations:

1. Increase the HATS manager position to full time in order to create time for research, inclusively vetting and collaboratively implementing service improvements and/or other activities that impact ridership.
2. With regards to the East Valley Bus Service continue funding at current levels until relevant ridership data is collected *and* a service change solution that supports the need and an increase in ridership is determined.
3. With regards to the implementation of the Para-Transit Curb to Curb Service, ensure that there is *simultaneously* a well functioning fixed route service available for ineligible riders.
4. Ensure implementation of key mobility management activities (i.e. coordination, travel training, formal service agreements) that will be outlined under a mobility management program/mobility management job description being developed by the Helena Area Inclusive Transit Planning Grant Round 2 Project. Coordination is a process through which representatives of different agencies work with the lead agency to achieve any one or all of the following goals: more cost-effective service delivery; increased capacity to serve unmet needs; improved quality of service; and, services which are more easily understood and accessed by riders. These activities can increase ridership and access for all to jobs, services and educational, social and recreational opportunities.
5. Plan to capitalize on other key Helena Area Inclusive Transit Planning Grant activities that will help increase access and ridership including the development of one HATS city service improvement and a HATS communications and marketing plan.

Finally, as the HATS 5 Year TDP recommends more robust and diverse funding to improve service design, facilities, management, marketing and coordination, HTAC urges you to explore “new money” sources like investment from a broader range of community partners and the feasibility of new parking meters on city streets with high parking use by commuters as a subsidy for transit. To that end we have conducted some preliminary research on revenue that could be generated by parking meters in and around the Capital complex and have included that information as an attachment to this memo.

Thank you for your past and continued support of safe, accessible, reliable, affordable and sustainable public transportation system in our community. We hope you will continue to utilize HTAC as an advisory partner and resource to that end.

Sincerely,

(Please see below for the listing of HTAC signers)

Amy Tenney, Chief Operations Officer
Boyd Andrew Community Services
atenney@boydandrew.com

Les Clark, Independent Living Specialist
MILP/ Helena
lclark@milp.us

Curt Chisholm, Executive Director
Rocky Mountain Development Council
cchisholm@rmdc.net

Deborah Swingley, ED/CEO
MT Council on Developmental Disabilities
Deborah@mtcdd.org

Brian Johnson, Executive Director
United Way of the Lewis and Clark Area
brian@unitedwaylca.org

Rachael Puera, Chairperson
Helena ADA Advisory Committee
arpuera@bresnan.net

Kellie Goodwin-McBride, Executive Director
YWCA Helena
kellie@ywcahelena.org

Vivian Crabtree
MT Assoc. for the Blind-Capital City Chapter
406-422-0085

Susan Pesta, Vice President of Client and Agency
Relations
WestMont
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Paul Kindt
PEERS, Inc.
pakindt@bresnan.net

Saundra Lowry, Ship & I&A Specialist
Area IV Agency on Aging
slowry@rmdc.net

Robert Morgan, HTAC Representative
Helena Citizens Council
Bobmor51@msn.com

John McCrea
Representing Seniors
jmccrea@mt.gov

Judy Harris, Member at Large
HTAC Member at Large
Judyharris1817@hotmail.com

Cindy Barils
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Robert Allen
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M.C. Beeby
Helena Youth Connections
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Mike Hruska, Owner
Capital Taxi
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Elizabeth Andrews, Chair
Helena Transportation Advisory Council
elizamandrews@gmail.com

Helena Transportation Advisory Council (HTAC)

Article I

- A. The name of this organization shall be the Helena Transportation Advisory Council (HTAC)
- B. HTAC is a Transportation Advisory Council (TAC) as defined by, and with the purposed intended by, the Montana Department of Transportation. As the single advisory group with diverse local and intergovernmental representation in the Helena Area, it assists the local transit agency (HATS) in planning, funding, assessing, prioritizing and coordinating transit services in the greater Helena area.
- C. Its office address shall be that designated by the Membership.

Article II

- A. It shall be the purpose of HTAC to:
 - 1. Discuss community transportation issues including unmet passenger transportation needs; how to improve transportation within the service area; resources that exist within the service area, including hours of service; use of resources; schedules; and how to use existing resources within the community to their fullest potential
 - 2. Encourage and provide opportunities for volume purchasing of transit goods and services among other agencies.
 - 3. Provide leadership in the coordination and advocacy for the improvement and provision of transportation services in the greater Helena area.
 - 4. Secure local, state, federal, and private funding for the purpose of maintaining and increasing coordination and operation of public

transportation services.

5. Promote and encourage passenger transportation communication

6. Review and approve all capital application funding requests prior to submittal to MDT

B. HTAC will serve as the entity responsible for approval of and submitting the local transit-human services coordination plan to the Department of Transportation through:

(1) Community Planning and Assessment: Planning sessions will identify needs based on: personal and professional experiences; use of community assessment tools to identify the needs of targeted populations, assessing gaps and duplication in services; identify and develop strategies to address the gaps and needs; and, set priorities based on time, resources, coordination opportunities, and feasibility for implementation.

(2) Ensure Public Participation and Outreach: This activity is to provide opportunity for greater input from a greater number of representatives, including transportation agencies, human service providers, and passengers. A planning process in which representatives provide their opinions but have no assurance that those opinions will be considered in the outcome does not meet the requirement of “participation.”

(3) Facilitate and Oversee Required or Desired Detailed Transit Studies and Analyses. HTAC may decide to conduct a complex analysis using inventories, interviews, surveys or other tools.

(4) Conduct and Provide On-Going Oversight to the Coordinated Public Transit-Human Services Transportation Planning Process. HTAC will ensure that complete and sufficient information is provided to allow the State to certify that the coordinated plan was developed through a process that included representatives of public, private, and non-profit

transportation and human services providers, and participation by members of the public.

Article III

A. Membership

HTAC will demonstrate how they have initiated outreach activities to ensure that FTA Recommended Representatives/Partners listed below have been invited and encouraged to participate in their community's transit planning process where applicable.

Transportation partners

Area transportation planning agencies, including MPOs, Councils of Government (COGs), Rural Planning Organizations (RPOs), Regional Councils, Associations of Governments, State Departments of Transportation, and local governments;

Public transportation providers (including Americans with Disabilities Act (ADA) para-transit providers and agencies administering the projects funded under FTA urbanized and non-urbanized programs);

Private transportation providers, including private transportation brokers, taxi operators, van pool providers, school transportation operators, and intercity bus operators;

Non-profit transportation providers;

Past or current organizations funded under the Section 5310, JARC, and/or the New Freedom programs; and

Human service agencies funding, operating, and/or providing access to transportation services.

Passengers and advocates:

Existing and potential riders, including both general and targeted population passengers (individuals with disabilities, older adults, and people with low incomes);

Protection and advocacy organizations;
Representatives from independent living centers; and
Advocacy organizations working on behalf of targeted populations.

Human service partners:

Agencies that administer health, employment, or other support programs for targeted populations. Examples of such agencies include but are not limited to Departments of Social/Human Services, Employment One-Stop Services, Vocational Rehabilitation, Workforce Investment Boards, Medicaid,

Community Action Programs (CAP), Agency on Aging (AoA);
Developmental Disability Council, Community Services Board;

Non-profit human service provider organizations that serve the targeted populations;

Job training and placement agencies;

Housing agencies;

Health care facilities; and

Mental health agencies.

Other:

Security and emergency management agencies;

Tribes and tribal representatives;

Economic development organizations;

Faith-based and community-based organizations;

Representatives of the business community (e.g., employers);

Appropriate local or State officials and elected officials;

School districts; and

Policy analysts or experts.

Consultants or government representatives may participate in an ex-officio capacity unless a resident of the HTAC service area.

Interested Parties representing one or more of the FTA recommended partners list will express their interest/desire, through a letter to the Chair, to become a member of HTAC. Each member will declare who they are representing.

Resignation of Members: Members may resign by sending a letter of resignation to the Chair or through verbal resignation at a HTAC meeting. Resignations will be recorded in the HTAC minutes.

B. Meetings

- 1) HTAC will meet as necessary to accomplish its objectives. The HATS system manager, an ex-officio member, should attend all HTAC meetings whenever possible.
 - a) HTAC meetings include regular and special full membership meetings, executive committee meetings, and meetings of subcommittee that HTAC may periodically convene for specific purposes. Subcommittee may include, but are not limited to:
 - i) Rider's Subcommittee
 - ii) Policy and Advocacy Subcommittee
 - iii) HATS Communications and Marketing Subcommittee
 - iv) Coordination Subcommittee
- 2) HTAC will establish a yearly calendar with an established monthly date. HTAC may cancel a monthly meeting if the membership agrees. HTAC will provide a time and place that is accessible to all participants. A master calendar will be developed no later than the last meeting of the calendar year, for the next year.
- 3) All members may participate in any regularly scheduled or special meeting. A meeting may be conducted through the use of any means of communicating by which all members may participate. A person participating by teleconference is deemed to be present in person at the meeting.
- 4) Roberts Rules of Order, as revised, shall be the guidance for the conduct of all meetings of the Partnership and the resolution of any procedural matters.

C. Conflict of Interest – a conflict of interest exists when a HTAC member is

requested to vote on agency specific funding and the member may benefit personally.

If a conflict of interest is determined to exist, then the member must abstain from voting. All members will sign a conflict of interest statement.

D. Attendance

1. All members are expected to attend and participate in HTAC meetings on a regular basis. Members who fail to attend four (4) meetings in any given calendar year may be subject to removal or replacement by a simple majority vote of the membership. A participant who misses five (5) regular full membership meetings in any calendar year shall not be included on the membership list for the next calendar year
2. The HTAC secretary will outreach members after a member has missed two (2) regular full membership meetings within any six (6) month period. The member will be asked to review their ability or desire to participate.
3. If a member is unable to attend a meeting, that member may send a designee in their place.

E. Training

1. All members will receive a copy of the HTAC Bylaws.
2. All members will receive a copy of the Montana Transportation Coordination Handbook.
3. All members shall receive a copy of the coordination plan for the year in which they joined HTAC
4. All members shall attend or view link to Coordination Training
5. All members shall receive a tour of the transit center, briefing on the services, and be required to ride the bus at least once.

F. Voting

1. A quorum consists of no less than 50 percent of members or their designee. If a quorum is not present any issue requiring action will be deferred to the next meeting.
2. Each member is entitled to one vote. A member may send a designee.
3. As a member it is your duty to vote, Yes or No; and/or, you have the right to remain neutral. You should abstain from voting whenever you have an interest in the outcome that directly affects you personally (or monetarily) in a manner not shared by the other members of the group. If a member chooses not to vote, in any form, the member accedes, or gives consent, to the action.
4. A member who has not attended HTAC three (3) of the four (4) meetings prior to approval and submission of the MDT Application for the Funding/Coordination Plan shall not be allowed to vote to approve or disapprove the Application/Coordination Plan.

ARTICLE IV

- Coordination Plan: The yearly Coordination Plan submitted with the MDT Application for Funding shall be signed by the Chair after approval by the HTAC members at a regularly scheduled meeting.

ARTICLE V

Election- Will be held the month following the deadline date for completion of the Coordination Plan and MDT Application for Financial Assistance. The members shall elect officers to the Executive Committee (Chairperson, Vice Chairperson, Secretary and Treasurer) for one year terms of office. Officers are eligible for reelection and may serve multiple terms. The manager of the HATS system serves automatically as an ex-officio member of the HTAC Executive Committee. At least one of the Officers shall be a person representing FTA funding allocated to targeted populations (i.e. 5310).

A. Duties – The duties of each respective officer are described as follows:

1. Chairperson – The Chairperson shall preside at all monthly meeting; be responsible for the preparation of the monthly meetings and distribution of materials to the membership; shall appoint all committees and their Chairperson; and, shall serve as an ex officio member of all committees.
2. Vice Chairperson – The Vice-Chairperson is empowered to act in the absence or disability of the Chairperson on behalf of the Chairperson on all organizational matters. If the Chairperson is unable to serve, the Vice-Chairperson will assume the duties of the Chairperson until the next election of officers.
3. Secretary – The Secretary shall keep the official record of meetings and other documents pertinent to the work of HTAC in both electronic and paper copy; maintain the membership records and outreach to members who miss meetings; maintain annual conflict of interest forms; maintain the bylaws
4. Treasurer – The treasurer shall keep records of all revenues and expenses, including in-kind, for HTAC; make budget and finance presentations to the full membership; manage relationships with affiliate or host organizations HTAC may choose to associate with for the purposes of financial oversight

Elections Procedure:

The month following the deadline date for completion of the Coordination Plan and MDT Application for Financial Assistance, the current Chair shall request nominations from members for candidates to be considered for the Executive Committee.

The Executive Committee reviews the nominations and an announcement of candidates will be communicated to all members.

At the next regular full membership meeting an election will be held for all offices. No nominations will be accepted from the floor during the meeting. If a member is

unable to attend the meeting during which the election is held, he or she may request an Absentee Ballot from the Council. Proxy votes will not be accepted.

Members elected to the Executive Committee take office effective the next regular full membership meeting following the meeting at which the election is held.

The HTAC chair shall appoint a member to fill the unexpired term of any of the elected officers should any of the offices become vacant.

ARTICLE VII

- A. HTAC Bylaws will be reviewed yearly. Bylaw revisions will be presented after the review and when applicable.
- B. Recommended amendments to the Bylaws will be presented to members of the HTAC for a vote.

ARTICLE VIII

Vacant

ARTICLE IX

By-Law Changes

Effective Dates

- 1) The effective date of these bylaws shall be January 1, 2008.
- 2) Amended as to membership dues. (Article III, Section C. and Article IV, Section B. 4.) January 22, 2003.
- 3) Removed contents of Article VIII. Was revised 2008, by Darlene Disburg and Vivian Crabtree.
- 4) By-Law Change 11/ 19/13

Article V, section A

- A. Election- Will be held the month following the deadline date for completion of the Coordination Plan and MDT Application for Financial Assistance. The members shall elect officers (Chairperson, and Vice Chairperson) for **one year terms of office**. The Recording Secretary, will run consecutively until written notice is given requesting the position be re-assigned.

Additional Language - (Chairperson and Vice-Chairperson are eligible for reelection and may serve multiple terms.)

Article V, section C

Old Language –

The officers shall compose an Executive Committee. Three officers shall constitute a quorum. The HTAC shall appoint an appropriate member in the event of a vacancy.

New Language –

CI. If an Executive Committee is needed either the Chairperson or the Vice-Chairperson shall serve on the committee and be its chair. The other two members shall be HTAC members in good standing. The HTAC members will select the two members who make up the Executive committee. The HTAC Executive committee will serve as an ad hoc committee.

Article V, section D REMOVED

Old Language -

- C.** Two members of the Executive Committee must have authority for all legal purposes; such as but not limited to grant signatures, outside of the MDT Application for Financial Assistant, and other legal representation of the organization.

Helena Transportation Advisory Council (HTAC)

Request for Membership

The Helena Area Transit Service Council (HTAC) would like to invite you to help support public transportation for all citizens in the Helena area by becoming a member of our council.

A safe, accessible, reliable and affordable transportation system benefits all—commuters, families, students, senior citizens, people with disabilities—as they seek to fulfill their personal and career goals, meet their daily needs and maintain a high level of transportation independence. In addition to offering an alternative method of transportation, public transit plays a significant role in a community's economy, including job access, time-saving benefits to travelers, transportation cost savings to employers, and access for all. With the Helena area population expected to grow, now is the time to create a vital, robust public transportation system. Citizen involvement in the design and implementation of a responsive and well-coordinated transportation system, is key to success.

The Federal Transit Administration (FTA) and State Department of Transportation require that "Each transportation service area must have a local Transportation Advisory Council (TAC)." The TAC cooperatively assists the local transit operator assessing and prioritizing local transit needs. As coordination is a high priority at the federal and state level, the TAC also helps to promote and ensure a well-coordinated system. TAC Membership does not require dues or fees. THE HELENA TRANSPORTATION ADVISORY COUNCIL (HTAC) IS YOUR LOCAL TAC.

We encourage you to join HTAC, today! Please provide the following information and return this form it to Jaymie Sheldahl, HTAC Secretary, at jsheldahl@rmdc.net

NAME: _____

REPRESENTING: _____

PHONE: _____ E-MAIL: _____

ADDRESS: _____

We/I can commit to the following HTAC activities:

- ☐ E-Communications list (HTAC meeting/events and HATS related announcements).
- ☐ Participation in monthly HTAC meetings (3rd Tuesday of the month from 2:30-4:00 PM).
- ☐ Participation in coordination opportunities (i.e. HATS marketing, service agreements, in-kind contributions, grants and/or hard money contributions).
- ☐ Recruitment of additional organizations to get involved in HTAC

Respectfully,

Elizabeth Andrews, Chair, HTAC

FTA Recommended Partner List

(1) Transportation partners:

- (a) Area transportation planning agencies
- (b) Public transportation providers
- (c) Private transportation providers
- (d) Non-profit transportation providers
- (e) Past or current organizations funded under transit related federal programs
- (f) Human service agencies funding, operating, and/or providing access to transportation services

(2) Passengers and advocates:

- (a) Existing and potential riders
- (c) Representatives from independent living centers
- (d) Advocacy organizations working on behalf of targeted populations

(3) Human service partners:

- (a) Agencies that administer health, employment, or other support programs for targeted populations
- (b) Non-profit human service provider organizations that serve the targeted populations
- (c) Job training and placement agencies
- (d) Housing agencies
- (e) Health care facilities
- (f) Mental health agencies

(4) Other:

- (a) Security and emergency management agencies
- (b) Tribes and tribal representatives
- (c) Economic development organizations
- (d) Faith-based and community-based organizations
- (e) Representatives of the business community (e.g., employers)
- (f) Appropriate local or State officials and elected officials
- (g) School districts
- (h) Policy analysts or experts

Conflict of Interest Statement

Annually the members of HTAC must complete and sign this disclosure form stating that they understand and have read the HTAC Conflict of Interest Policy and agree to adhere to it.

POLICY: A Conflict of Interest would occur if the HTAC member were to initiate a project for funding or vote to fund a project in which the member would benefit directly, financially.

PROCEDURE: Whenever there is reason to believe that the action of any member may be in violation of the state conflict of interest laws, the Chair should be notified immediately. The Chair may consult with legal counsel whenever it is suspected there could be a conflict of interest.

If the matter cannot be resolved immediately, the vote in question is deferred until the Executive Committee can act on the conflict issue.

The member is replaced in the event that the member is found to have a conflict that cannot be eliminated by having the member refrain from voting or engaging in discussion leading to a vote of an issue before HTAC, or if a member knowingly votes on an issue that is later proven to be a conflict of interest for them.

I have read and understand the Conflict of Interest Statement above. I accept and will comply with provisions of the statement.

HTAC Member Signature: _____

Date Signed: _____

Lead Agency (HATS) June Memorandum

To: Helena Transportation Advisory Council
CC: PW Director Camp, Asst. Director Phil Hauck
From: HATS Supervisor Steve Larson
Date: 6/9/14
Re: HATS monthly update for the HTAC, June, 2014

Listed below are the current topics HATS staff is working on.

1. Route Match Software Program
 - a. Timeline schedule has been developed-
 - i. Rider information input training is scheduled for June 11th.
 - ii. Dispatcher training is scheduled for July 7th thru 11th.
 - iii. Hardware and tablets will be installed on the buses in June.
 - iv. Go live is scheduled for July 21.
2. MILP Mobility Manager Demonstration Project -
 - a. MOU is available if requested.
 - b. Mobility Manager MOU will work in key areas:
 - i. Improving transportation options
 1. Travel training, Voucher Taxi service
 - a. A total of 24 voucher requests have been forwarded to the mobility manager from HATS.
 2. ADA Paratransit Eligibility review
 - a. Review has not begun at this time. 60 Individuals have submitted applications as of this date.
 3. MOU's for transportation services
 - a. MOU training lead by Pat Sanders was completed. Les Clark and I attended the training on May 20th.
3. FY 2014 Budget -
 - a. Intensified maintenance:
 - i. 602, 607& 608 are receiving engine and transmission preventative maintenance work.
 - ii. Each of these buses is receiving an on-board Apollo video camera system
4. FY 2015 Budget -
 - a. Budget meeting with City Commission was held 6/2/2014. The budget as presented will move forward for official acceptance within the city's FY 2015 budget.
 - b. East Valley bus service (EVB):
 - i. EVB will remain a deviated fixed route (current service) till the Inclusive Transportation grant has completed the transportation service provider review. At that time the city would like to review the

transportation provider list and see what options may exist to provide service to the east valley area.

- ii. Service for the EVB operation will be reduced to 32 hours starting June 30th. HATS will operate the EVB Monday through Thursday 7-11 and 1-5 PM. It is staff's hope that we will not be required to further reduce the schedule at the mid-year review due to budget concerns.

5. ADA Para transit curb to curb program -

- a. ADA Para transit application period has begun
- b. All applicants are deemed temporary eligible till the review and appeals process is complete for each individual
- c. Application must be received by June 20th, 2014 to have uninterrupted service
- d. As of this date HATS has received 60 applications for the ADA Para transit service.

End of report.

HELENA TRANSPORTATION ADVISORY COUNCIL (HTAC)

May 20th, 2014 Monthly Meeting Minutes

City County Building, 316 North Park Room #426

2:30 PM till 4:00 PM

Attendance: Cindy Baril (Interested Citizen), Steve Larson (HATS), Allison Batch (SAVE), Elizabeth Andrews, (HCC District #2/Chair), Les Clark (MILP), Brian Johnson (United Way/Treasurer), Carole Solomon (YWCA), Jaymie Sheldahl (RMDC-Head Start/Secretary), M.C. Beeby (Youth Connections), Vivian Crabtree (Interested Citizen), Mike Hruska (Capital Taxi), Janette Clark (Interested Citizen), Pat Sanders (DPHHS), Susan Pesta (West Mont), Judy Harris (Interested Citizen), John McRea (Aging Services), Bob Allen (At Large), Jennie K. P. Ekwortze (Senior Corps), Walter Hanley (RMDC), Paul Kindt (PEERS), James Schell (pending, City of East Helena Mayor), Bob Morgan (Helena Citizens Council), Bob Filipovich (Trans Coordin Committee Member), Jeff Key (RPA), and David Knoepke (City of Helena).

Conference Phone: David Kack

Introductions: Meeting started with introductions all in attendance signed sign-in sheet.

Approval of Minutes: Brian Johnson moved to approve the April 15, 2014 meeting minutes; motion seconded by Paul Kindt.

Old Business:

a. HTAC Self-Assessment/Action Plan Work Session Update:

Seventeen people participated in a three hour work session to work on the one year action plan. The action plan will be ready to present at the June 30th meeting for the approval of HTAC.

We will be ready to start working off the plan July.

b. Community Transportation Association of America (CTAA) Inclusive Transit Planning Grant Round 2:

Elizabeth gave an overview of the grant. All but one consultant have signed a contract. David Kack: joined from phone. He is taking an inventory to look at assets in our community pertaining to transportation and then coordinate the use of assets to address gaps, mobility management moving ahead if funding is there, thinking beyond public transportation – gas for cars, repairs, accessible taxi, travel training, job description for mobility manager staff to TAC out in community full time working on mobility issues

Jeanette Blize consultant for action area 2 and action area 4 – works with M & R. She is bringing in businesses and other organizations that are indirectly impacted by transportation to broaden list of options and funding sources as well as conducting interviews with larger groups of stake holders.

Selena Barlow LLC is other consultant.

4. Presentation/Discussion: *Greater Helena Area Long Range Transportation Plan (LRTP) 2014 Presentation and Discussion-Jeff Key, Project Manager, Peccia and Associates*

Last plan made in 2004. Driver, pedestrian, bicycle, transit; not about moving cars it's about moving people. MDT, City of Helena and Lewis and Clark County all partners in LRTP. It is a twelve month planning process and in 4th month of process. Twenty specific outreach stake holder events have been held. Information on plan is on the web-site (www.HelenaAreaLRTP.com). Look at safety issues, future traffic demands as well as biking and walking potential – a true multi-model system. Jeff Key stated that Helena will be a MPO (Metropolitan Planning Organization) within the next 10 years. An MPO is a city with a population of over 50,000.

How do we integrate TDP, Round 1, coordination plan 2015 and round 2 to 10 year plan? TAC member asked Jeff what the TAC can do and where we might start to be a part of this process and get things done, what is the best use of our time? The role of TAC is to help integrate all stake holder groups in our community into the transportation plan; mobilization and communication of stake holders.

1. Lead Agency Update

Update on HATS: see attached
Ridership: see attached.

MILP Demonstration Project started last Thursday. Call into HATS if you can't schedule a ride. They will get a code number and call Les and then have taxi ride arranged. It is not replacing door to door it is adding to it – see attached. June 30th is final date of project.

HATS FY 2015 Budget progress/East Valley Bus Service Budget Options

This has been an 18 month issue, request by county to change East Valley route from deviated fixed route to a commuter route between E Helena and Helena. Change would involve changing from the individuals who are using it today to commuter route for workers – major change in

clential for bus. July 1st service hours reduced from 40 to 32 hours due to budget no matter what that grant goes away that was supporting the route, based on ridership the state of MT reduced budget by 10%. \$35,000 lost.

Do we want it as is or change to a commuter route in E Helena is the main question.

Can't maintain time schedule with route, Steve was going to ask for another bus 2 years ago for route to keep it running on time.

Cindy Baril – was there public input from East Helena? Answer: Not yet

Mayor from East Helena says the people who use it need that bus

When make a Service change HATS needs to put out notice to public and if a significant amount of people have concerns than there is need for public input before making change. 20% of ridership is the East Valley route.

John McCrea stated he did not understand why cut something that can potentially reduce ridership which would lose more money? Answer: They think a commuter route will get more ridership then the fixed route. TAC wants to find out what impact on ridership the change would make.

Judy Harris stated we need to focus on people in need and not just where to get the most money. Commuters are going into to work they have more resources then the riders who use the current system. Need to look at human need.

It is an either or option, not enough funding to do both.

Chair Elizabeth spoke to importance of looking at the bigger picture – not just look at one service area and not take into account the rest of the DTP. Explore options to make multiple changes at the same time to meet end goal.

What is the direction Steve gives the city commission? Do we go forward with commuter route or keep things the way they are and get more information and gather more resources and step up on a coordinated solution? Decided to coordinate a sub-committee in order to have a deeper discussion and come up with a set of recommendations to give Steve to take to the City: Les Clark, John McCrea, Judy Harris, Pat Sanders, Walt Hanley, Paul Kindt, Mike Hruska, Cindy Baril, and Bob Allen. Elizabeth will use doodle tool and call those who don't use the computer. Read TDP chapter 11 to prepare for meeting.

6. New Business (5 min.)

a. Joint City/County Commission HATS "Ride Along"

The Executive Committee is planning a ride along for the city and county commissioner. If you want to be involved in planning the ride along email Elizabeth and let her know.

Having the HTAC monthly meetings on the 3rd Tuesday from 2:30 to 4:00 will work for the

7. Public/Consumer Comment

No public/consumer comment.

8. Meeting adjourned.

Next meeting will be held on June 17th starting at 2:30pm.

Conference Call Phone Number – 447-8400

If you have difficulty connecting to this number please

Call 431-7665

HATC meetings are the 3rd Tuesday in each month and will begin promptly at 2:30 pm.

As outlined by the Montana Department of Transportation, a TAC is an advisory council that cooperatively assists the lead transit agency manager in assessing and prioritizing local needs, as well as discusses and makes recommendations on various transit related issues.

<http://www.helenamt.gov/public-works/hats/helena-transporation-advisory-council.html>

Memorandum

To: Helena Transportation Advisory Council

CC: PW Director Camp, Asst. Director Phil Hauck

From: HATS Supervisor Steve Larson

Date: 6/9/14

Re: HATS monthly update for the HTAC, May, 2014

Listed below are the current topics HATS staff is working on.

6. Route Match Software Program

- a. Timeline schedule has been developed-
 - i. Rider information input training is scheduled for June 11th.
 - ii. Dispatcher training is scheduled for July 7th thru 11th.
 - iii. Hardware and tablets will be installed on the buses in June.
 - iv. Go live is scheduled for July 21.

7. MILP Mobility Manager Demonstration Project -

- a. MOU is available if requested.
- b. Mobility Manager MOU will work in key areas:
 - i. Improving transportation options

1. Travel training, Voucher Taxi service
 2. ADA Paratransit Eligibility review
 3. MOU's for transportation services
8. FY 2014 Budget -
- a. Intensified maintenance:
 - i. 602, 607& 608 are receiving engine and transmission preventative maintenance work.
 - ii. Each of these buses is receiving an on-board Apollo video camera system
9. FY 2015 Budget -
- a. Budget meeting with City Commission is 6/2/2014 at 3:00 PM in Rm. 326
 - b. East Valley bus service:
 - i. Key question – deviated fixed route (current service) or East Helena to Helena commuter service. Does HTAC wish to make a formal position in addition to the TDP and the 2015 Coordination Plan? Key review information attached.
 - ii. Service for either option will be 32 hours max. with current funding level
10. ADA Para transit curb to curb program -
- a. ADA Para transit application period has begun
 - b. All applicants are deemed temporary eligible till the review and appeals process is complete for each individual
 - c. Application must be received by June 20th, 2014 to have uninterrupted service

REA TRANSIT E REPORT

RIDERSHIP TOTALS (BY MONTH)

FY14 PROGRAM TOTALS (BY MONTH)

Total FY2010	Total FY2011	Total FY2012	Total FY2013	Total FY2014	HATS Total	Breakdown Checkpoint	Breakdown Curb-to- Curb	East Valley Breakdown	Trolley Brkdwn	E
10,488	8,599	8,057	7,627	7,790	5,950	3,028	2,922	1,062		
10,035	8,631	8,134	8,657	7,464	5,838	2,942	2,896	1,090		
10,596	9,018	8,268	7,198	6,764	4,683	2,022	2,661	981		
12,114	9,147	8,950	9,253	7,899	5,254	2,192	3,062	1,167		
11,416	10,153	8,511	8,147	6,897	4,588	2,056	2,532	1,006		
13,342	9,985	9,250	7,793	7,356	5,311	2,436	2,875	1,216		
11,290	11,382	10,715	9,084	8,754	5,763	2,521	3,242	1,269		
11,922	10,346	10,151	8,600	8,036	5,222	2,185	3,037	1,411		
13,083	10,801	10,390	9,302	8,293	5,548	2,545	3,003	1,417		
11,689	10,557	9,131	9,149	8,414	5,677	2,674	3,003	1,500		
11,083	9,411	8,451	8,545	0			0			
9,248	8,862	6,981	6,980	0			0			
136,306	116,892	106,989	100,335	77,667	53,834	24,601	29,233	12,119	0	

RIDERSHIP EXPLANATIONS (BY FISCAL YEAR)

Stopped Commuter Route/Stopped Trolley

On Time Performance (October 2012 Sample)

Buses should run at least 80% on time, never early

		Checkpoint	East Valley
Early	11 min +	0%	2%
	6-10 min	1%	10%
	1-5 min	15%	18%
On Time 0 -5 min		49%	35%
Late	6-10 min	18%	17%
	11-15 min	11%	8%
	16 +	6%	10%

2010 6 – 16+ = 35%

2012 6 – 16+ = 35%

